

TENTATIVE AGENDA
FOR SPECIAL MEETING OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL

MAIN LIBRARY
BOARD ROOM
7711 GOODWOOD BOULEVARD
BATON ROUGE, LA 70806

JUNE 6, 2011

4:00 P.M.

I. ROLL CALL

II. REVIEW AND DISCUSSION OF THE PROPOSED 2012 LIBRARY BUDGET

ALL MEETINGS ARE OPEN TO THE PUBLIC

THE PUBLIC IS ALLOWED TO MAKE COMMENTS RELATIVE TO AN AGENDA ITEM AT THE DISCRETION OF THE LIBRARY BOARD PRESIDENT. ANY COMMENTS NOT RELATED TO AN AGENDA ITEM MAY BE RECEIVED AND DISCUSSED OR DEFERRED TO A FUTURE MEETING UNDER PROCEDURES DIRECTED BY THE LIBRARY BOARD PRESIDENT.

Minutes of the Special Budget Meeting of the
East Baton Rouge Parish Library Board of Control

June 6, 2011

The special budget meeting of the East Baton Rouge Parish Library Board of Control was held in the Main Library Board Room on June 6, 2011. Ms. Kizzy Payton, President of the Board, called the meeting to order at 4:03 p.m. Members of the Board present were Mr. Stanford O. Bardwell, Jr., Ms. Tanya Freeman, Mr. Derek Gordon, Mr. Laurence Lambert, and Ms. Beth Tomlinson. Also in attendance were Mr. David Farrar, Library Director, Ms. Patricia Husband, Assistant Library Director of Branch Services, Ms. Mary Stein, Assistant Library Director of Administration, Ms. Rhonda Pinsonat, Library Business Manager, Mr. Ronnie Pierce, Assistant Library Business Manager; Ms. Emilie Smart, Librarian Coordinator for Reference Services; Mr. Tim Bankston, Library Facilities Manager, and Ms. Liz Zozulin, Executive Assistant to the Library Director. Also present were Sgt. Patricia Carr and Captain Blair Nicholson, both of the East Baton Rouge Parish Sheriff's Office and three members of the community. Mr. Greg Garland, reporter with *The Advocate* also attended. Absent from the meeting was Board member, Mr. Donald Browning.

Review and Discussion of Proposed 2012 Library Budget

Ms. Payton asked if there were any comments from the public regarding this item of the agenda. There being none, Ms. Payton asked Mr. David Farrar to discuss the budget. Mr. Farrar said that he produced this budget in conjunction with the assistance of Ms. Rhonda Pinsonat, and Mr. Ronnie Pierce, and with input from Mr. Brian Fielder, Deputy Library Director, and Ms. Patricia Husband and Ms. Mary Stein. He thanked all of them for their work. He noted that the total budget request for 2012 is \$34,436,050.

Performance Measures:

Mr. Farrar read the following statement containing statistics for the Library:

The East Baton Rouge Parish Library is the busiest library system of any type in Louisiana. In 2010, the library staff circulated 2,392,827 items, registered a gate count of 2,190,194, answered 879,514 reference questions, and registered 1,322,414 patrons using electronic resources. Approximately 268,614 people attended 4,083 programs presented at the library locations in 2010. The library system's meeting rooms were used 3,109 times by civic groups and organizations.

Mr. Gordon arrived at 4:06 p.m.

Accomplishments for the Year:

Mr. Farrar referred the Board members to pages 2 and 3 of the Budget Message. He said that the Board should be proud of the accomplishments of the Library system. He highlighted the ongoing maintenance and upgrading of the current branches as they age, the new web site for the Library, and the expansion of the Baton Rouge Room's oral history collection along with the acquisition of WAFB TV's film newsreel collection from 1975-1979.

Plans for the Future:

Mr. Farrar noted that the City-Parish Department of Public Works (DPW) has worked very hard on the bid package for the selection of a contractor for the construction of the new Main Library. It is projected that a groundbreaking for this building could occur in early August.

He cited several of the items that the staff will actively pursue in 2012. Some of these are as follows:

- Continue Phase III of the Library Board of Control's long-term planning for the future of the East Baton Rouge Parish Library. This includes continuing the major capital projects program to include a new Main Library in Independence Park, a new branch in the southern portion of the parish to be located in the Rouzan development on Perkins Road, a new branch in the eastern portion of the parish which will be located on Old Hammond Highway and named the Fairwood Branch, and a new Downtown Library.
- Continue to increase outreach opportunities for public awareness, such as participation in the Virtual BizTech Expo, Life after 50+, Living Expo, Business to Business events, 100 Black Men's Back to School Expo, Baby Grand, Earth Day, the Louisiana Book Festival and various health fairs, back-to-school fairs, and other community events.
- Assist with community literacy through collaboration with the Greater Baton Rouge Literacy Coalition and the Children's Coalition, and with increased emphasis on branch book clubs. The library currently hosts 15 book club monthly meetings throughout the system.
- The WAFB film newsreel collection housed in the Baton Rouge Room will be digitized in 2012. The Oral History collection will be expanded.
- Upgrade the library's E-mail system.
- Complete a new Strategic Planning Process.
- Complete the Library's Succession Plan.

Mr. Bardwell commented that under “Plans for the Future”, an item should be added to reflect the specific programs and activities involving the outreach bookmobile and vans. He said based on the recommendations of the Outreach Vehicles Committee there should be a formal plan listed in the 2012 budget. Mr. Farrar replied that Mr. Bardwell is correct and that an item should be added.

Ms. Freeman then said that she would like to see more publicity about the Library’s accomplishments. She suggested an ad being placed in *The Advocate* once every quarter highlighting the Library’s activities. She also said that participants in the *BizTech Expo* should be informed about business resources so that these business people are aware of the wise use of their tax dollars.

Ms. Tomlinson arrived at 4:20 p.m.

Personal Services:

Mr. Farrar then directed the Board members to personnel requests under the title of “Personal Services”. He noted that sixty-one new positions are being requested in 2012, but that the deletion of three positions is also being made, resulting in a total of fifty-eight positions.

Administration:

It is requested that the Deputy Library Director’s position be reclassified from an Unclassified position to a Classified position. This would result in no change of pay, but would afford protection granted to other employees in the Classified Civil Service System.

Ms. Freeman asked Mr. Farrar to elaborate on the request for the reclassification of the Deputy Library Director’s position. Mr. Farrar replied that it is important for the functioning of the Library system that should the Library Director leave, longevity exists in the position of the Deputy Library Director. Preservation of institutional knowledge and knowledge of political issues are critical in maintaining the continuity of service to Library patrons. Mr. Farrar added that it is more likely that an unclassified employee will remain as a deputy director for several years to gain experience and then will leave the system for a better job. However, if the position is classified, the employee knows that there is security in that job and that short of his breaking the law, the job is stable. Mr. Farrar said that he has seen in other states that the Deputy Director is a classified position. He said that prior to his hiring as Director, Ms. Husband and Ms. Stein served as interim directors. They had the institutional knowledge, but had to not only do all of the tasks of the director, but also maintain their work as assistant directors. This burden was unfair to these employees. Mr. Farrar also noted that Ms. Husband and Ms. Stein qualified to apply for the position of Director, but did not partially because of the security of their classified positions, and they remain here as employees rather than pursue higher paying jobs elsewhere for the same reason.

Mr. Farrar then mentioned that in the discussions about Workforce and Succession Planning (WFSP) and Strategic Planning for the Library that it became clear that there was a need for the Deputy Director position to be reclassified. Mr. Farrar said that this situation occurred in the City-Parish Department of Human Resources. The position of Deputy Director of Human Resources has been changed from an unclassified to a classified position.

Mr. Bardwell said that there seems to be an advantage for a Director to pick his own Deputy Director. Ms. Freeman asked Mr. Farrar for the negative side of making this position classified. Mr. Farrar replied that a new Director would not be able to appoint a Deputy Director. Ms. Payton then asked Mr. Farrar to confirm that he has seen in other systems that the Deputy Director is a classified position to which he replied affirmatively. Ms. Freeman said that she is concerned with the politics involved, and that a power struggle could occur when a new Director is appointed. Mr. Bardwell said that it would be difficult for a new Director if the classified Deputy Director did not work well with the Director.

Mr. Gordon asked if there had been a discussion with Mr. Fielder prior to his being hired, about this position being reclassified. Mr. Farrar said there had not been such a discussion during the recruitment of Mr. Fielder. Ms. Freeman noted that this discussion cannot be about the individual in that position currently, but about the position of Deputy Director. She said she also has reservations about the reclassification under the rules and regulations of Human Resources and the inability to return the position to unclassified in the future. Mr. Bardwell noted that he does not accept the rationale of making this change on the basis of Human Resources doing so. He added that the Library has a greater public face than the City's Human Resource Department. Mr. Bardwell said that he'd like to see Mr. Fielder in his position at least a year before any discussions of reclassification, and Ms. Freeman agreed. Mr. Farrar replied that he would remove this request from the proposed 2012 budget.

Branch Services:

Forty-four positions are requested for the two new community branches, Fairwood and Rouzan, which are projected to open by the end of 2012. Funding for these positions for the last quarter of 2012 is included to allow for training the new employees.

Nine additional Librarian I positions are requested for the Teen Services sections of the community branches. While the larger branches have a professional librarian for each service area, the nine community branches have two professional librarians to cover the service needs of three distinct patron populations: adults, teen and children. Providing a Librarian I who is dedicated to service to teens would allow community branch staff to address the needs of teens more completely and would provide more equitable service to all segments of the population.

Five new positions are requested for Facilities Operations and Maintenance. With the addition of two new branches and the aging of the existing buildings, our maintenance needs have evolved to the point that we are covering multiple facets of maintenance, including daily maintenance, upgrades and major repairs, improvements to the buildings, and working closely with architects and contractors on new construction. While many of our maintenance needs are currently completed by the Department of Public Works, recent personnel reductions in that department have resulted in a decrease in the proper optimum level of preventive maintenance for library buildings. The current Operations Manager would qualify for one or more of these positions, so it is requested that the Operations Manager position be deleted.

Mr. Farrar directed the Board members to the section labeled "Salaries" for a list and justification of the additional staff for facility operations and maintenance. Ms. Freeman noted that they had discussed this previously. She asked if they needed even more of an increase to cover items like grounds maintenance to which Mr. Farrar said no. He mentioned that in conjunction with the additional maintenance staff one new additional City vehicle is being requested. He added that grounds maintenance is handled under a contract with an outside service.

Mr. Gordon then asked about how DPW charges the Library for their work and whether it is done on a per job basis. Ms. Pinsonat replied that the charges are part of the indirect costs that the Library pays. The amount of indirect costs for 2012 will be based on the actual charges from 2010. Mr. Gordon concluded then that they won't see the savings next year from these changes.

Mr. Tim Bankston, Library Facilities Manager, said they are asking for the minimum number of new employees to start this process. Mr. Farrar noted that Mr. Bankston and Mr. Claude Lindsey, Library Operations Manager are overseeing all of the maintenance, and repairs system-wide. Mr. Gordon said he was wondering if this request will cause the Metropolitan Council members to feel the Library is requesting more money and whether this will upset DPW because the Library will need less of their services. Ms. Pinsonat said that DPW is understaffed now, so that would not be a concern to them. Ms. Husband said the additional square footage with the two new branches, will necessitate more maintenance services.

Ms. Freeman then asked Mr. Farrar if all of the requests for additional positions that the Library made last year were granted. Mr. Farrar answered no to which Ms. Freeman said then they should ask for more staff to compensate. Mr. Gordon reminded everyone that last year because of the recession and monetary concerns, Mayor Holden placed a freeze on increasing staff and budgets.

Mr. Farrar continued with the Branch Services requests.

A new classification for branch managers is requested to assist in the library's reorganization and succession process, as well as compensate branch managers for the additional responsibility they assume. This request would reclassify eight

existing Librarian II's to a Librarian II – Manager and four existing Librarian III's to a Librarian III – Manager, as well as the two new community branch managers. These new manager classifications would result in a one-pay-grade increase.

It is also requested that a vacant Clerical Specialist position in Branch Services be deleted. This position has been vacant since the incumbent employee's retirement, and will not be filled.

Circulation & Adult Services:

The reclassification of Administrative Specialist I to Senior Administrative Specialist is requested for the position that supervises the shipping room.

Mr. Farrar explained that this request was made last year and was declined, so they are requesting again.

Community & Outreach Services:

Outreach Services is a new department and therefore needs adequate staffing in order to provide services to the targeted audiences. The addition of a Librarian I and a Library Technician I is requested for this department, as well as the reclassification of a Library Technician I to a Library Technician II.

Mr. Bardwell asked if a driver had been hired for the bookmobile. Mr. Farrar said no and that he has moved staff from other positions in the Library to fill the needs of outreach services. Ms. Freeman noted that they had asked for additional outreach staff last year and were only given four people. She questioned what the problem might be and asked whether the Board needs to intervene. Mr. Farrar replied that the Board members can do that. Ms. Freeman said she feels that the Head of City-Parish Finance is preventing some of these requests. Mr. Farrar noted that the Mayor supports the Library's requests, but that in completing the proposed budget, Mr. Farrar must work with Human Resources and Finance. The Mayor's Office also consults with Finance regarding requests. Mr. Gordon suggested that they get advice from Mayor Holden and Mr. John Carpenter, Chief Administrative Officer to the Mayor, on how to get these requests approved, and that they express the urgency of hiring these additional staff. Ms. Freeman replied that Mr. Farrar had already spoken to the Mayor's Office. Ms. Pinsonat reminded everyone that the budget instructions have not been issued yet, and so changes to this proposed budget may be necessary.

In regard to finding additional staff, Mr. Farrar said that Mr. Fielder and Ms. Elizabeth Myers, Librarian Coordinator of Training and Employee Development, have been working on a recruitment social for Library School students and graduates. This event will be held on the evening of June 24th at the annual American Library Association Conference in New Orleans. Today Mr. Fielder is at the University of Southern Mississippi in Hattiesburg talking to Library

School students about the employment opportunities available at the East Baton Rouge Parish Library.

Computer Services:

Several reclassifications are requested for Computer Services. It is requested that the Librarian II and Librarian I positions be reclassified to a Librarian III and Librarian II, respectively. These reclassifications are necessitated by the increasing responsibility of these two positions, as well as the anticipated growth of computer services as a result of the expanding library system. Other reclassifications necessary to allow Computer Services to better serve the needs of patrons include the reclassification of two Computer Operator I positions to Network Technician I's, as well as the reclassification of a Computer Operator III to a Network Technician II. The Computer Operator classifications are obsolete for our system. Those positions do not require the training or experience necessary to effectively cope with a networked computer environment, and furthermore we no longer use the type of equipment indicated in their job descriptions.

Mr. Farrar explained that Ms. Meyers headed Computer Services prior to being named Librarian Coordinator of Training and Employee Development. Ms. Husband supervised Computer Services last year and now Ms. Emilie Smart, Librarian Coordinator for Reference Services, oversees this department. He noted that one of the milestones achieved in Computer Services is the replacement of all patron computers in the Delmont Gardens, Eden Park and Scotlandville Branch Libraries necessitated by equipment problems, viruses and out of date technology on the old machines.

In regard to the staff reclassifications Mr. Farrar said that the current Librarian II maintains the Integrated Library System (ILS), V-Smart. A Librarian III classification is more appropriate for the work required. The current Librarian I built the new Library web site and he maintains it. Ms. Stein added that in other libraries the webmaster is classified similarly to a branch manager, so the Librarian II classification is more appropriate.

Technical Services:

A Library Technician III is requested for the Technical Services Division. With the transition to the new Integrated Library System, a Library Technician III position is needed to perform accounting functions in the Acquisitions module. The Library Technician III would coordinate acquisitions and accounting duties under the supervision of the Acquisitions Librarian. The Library Technician III will be authorized to work at a more advanced level in the fund accounting module of the Integrated Library System.

The reclassification of a Librarian I to a Librarian II is requested for the Technical Services Division. This would provide more consistent supervision as well as provide much needed leadership in the cataloging section.

The deletion of two Clerical Specialists is requested. Currently, there are two vacant positions in the Technical Services Division. The job classification of Clerical Specialist provides challenges because the job classification is limited in its scope of work. In the Technical Services Division, the Clerical Specialist position is strictly used in the physical processing of library materials. In the near future we plan to subscribe to cataloging and processing services available from vendors. The implementation of these services will not eliminate the need for in-house processing of library materials, but fewer processors will be needed in the future as we begin to use the pre-processing and pre-cataloging services for new library materials.

Mr. Farrar said that he has made many changes in staff in that department to maximize the processing of new materials for patrons. He added that the Librarian Coordinator for Technical Services is now supervised by Ms. Stein.

Young Adult/Teen Services:

An additional Library Page (10 hours) is requested for Young Adult/Teen Services to assist the 20 hour Page with sorting and returning library books to proper locations and other duties that the increased circulation in Teen Services has made almost impossible for one position to handle.

Mr. Farrar noted that Ms. Barbara Roos is the Librarian Coordinator for Teen Services. She has done an outstanding job.

Ms. Freeman asked Mr. Farrar to describe the new organizational chart for the Library since the reorganization has occurred. Mr. Farrar replied that he supervises the Deputy Library Director, and the Library Business Manager. The Deputy Library Director supervises the two Assistant Library Directors and the Librarian Coordinator of Training and Employee Development. The Assistant Library Director of Administration supervises the remaining five Librarian Coordinators. The Assistant Library Director of Branch Services supervises three librarians in the Branch Services Division and these in turn supervise the Library Branch Managers.

Contracts:

The 2012 budget request includes contracts for janitorial services, grounds maintenance, on-line cataloging services, courier services, repair, maintenance on equipment and a multi-function device contract.

For the last five years, Ricoh has provided multi-function devices (MFDs), courier services, cash management services on the multi-function devices (MFDs) and maintenance and repair services on the MFDs and Hewlett Packard printers. That contract ends December 31, 2011. These services will be re-bid this fall, and funds are budgeted in the amount of \$380,000 in 2012 for this purpose.

Capital Outlay – Furniture, Fixtures, Office Equipment:

A total of \$237,500 is requested for furniture, fixtures and office equipment. Included in this amount is \$122,640 for six 3M Self Check Systems, a self-service system to allow patrons to check out their own materials, \$12,000 for an acoustical system for Eden Park, \$40,000 for two DVD Dispenser boxes to be placed at the Delmont Gardens and Carver Branches, \$16,260 for cubicle workstations for Young Adult Services, and \$6,600 for a Refreshable Braille Display and Note Taker to be used at the Main Library. The Refreshable Braille Display or Braille terminal displays Braille characters and allows a blind person to read in Braille from the Internet and the Note Taker has a Braille keyboard for entering information allowing the patron to take notes.

Mr. Bardwell said the capital outlay is the same as was budgeted last year and he questioned why. Mr. Farrar said that they have not been able to purchase these items because of the requirements made by the City-Parish Purchasing Department. Mr. Farrar added that they are working with the Head of Purchasing to resolve these issues. Ms. Freeman said that the Board members should be informed after the budget is accepted by the Metropolitan Council on what items of the budget the Library actually purchases.

Mr. Gordon asked about the purchase of equipment to download books at the Baton Rouge Metropolitan Airport. He said that Mr. Anthony Marino, the Director of the Airport, is very excited about having this capability here. Ms. Smart said that she discussed this with the staff at the Airport and with *OverDrive*, the vendor that provides this service to our patrons at the library branches and through their home computers. Ms. Smart explained that *OverDrive* said that they could not provide this service at the Airport because of the conflicts in the contracts they would have with the publishers of the books. Ms. Smart added that the publishers drive the policies on this type of activity. But Ms. Smart said that she will speak to Mr. Tom Scott from *OverDrive* when she attends the ALA Conference.

Mr. Gordon then said that they have a media center at the Airport. Ms. Smart said people can download to their own devices and that could be a solution instead of the kiosks. Mr. Gordon suggested that the Library create an app to which Ms. Smart said that this was very expensive to do. Mr. Gordon noted that WRKF and National Public Radio have apps for users to download. He wondered if ALA might have an app that it could share with our Library. Ms. Stein said that ALA does not have an app and if they did, they would not share it with individual library systems. Ms. Freeman then suggested that the Library look at marketing itself at the Airport.

Ms. Payton asked Mr. Farrar about reporting back to the Board members regarding what items have been approved. Mr. Gordon said they would like to have a budget post mortem after the budget is approved.

Capital Outlay – Computer Hardware:

A total of \$18,900 is requested for two servers, one additional server for the Espion spam filter and backup, the other is a replacement web server.

Capital Outlay – Motor Vehicles:

A truck for the new Mechanical Operations Supervisor is requested at \$18,000.

Capital Improvements:

The East Baton Rouge Parish Library System has been primarily funded since 1986 by a dedicated property tax. An 11.1 millage rate was approved in 2005 for ten years beginning in 2006 to operate and maintain the existing system, to improve services, and to replace substandard facilities. The continuation of this dedicated tax allows the library to provide consistent and excellent service to the residents of East Baton Rouge Parish and to continue Phase III of the long-term planning and goals of the Library Board of Control. This phase includes construction of a new Main library in Independence Park, the construction of a new branch in the southern portion of the parish, a new branch in the eastern portion of the parish and a new Downtown library.

Travel and Training:

The library will have a total staff of 542 with a professional complement of 111, a full-time paraprofessional staff of 156, a part-time paraprofessional staff of 128 and support staff of 147. It is essential that the library staff participate in professional meetings and workshops at the state, regional, and national levels. In 1977, the library administration initiated a program to allow as many staff members as possible to become active at the state and regional level and to attend national professional conferences. Staff attendance at professional conferences is essential in this rapidly changing world of information delivery. Employee involvement has provided the staff with state-of-the-art information on computer hardware and software, new electronic developments, and allowed for the exchange of ideas with their counterparts in other public libraries.

Mr. Farrar said that this is the overview for the Library budget for 2012. He asked if there were any other questions. Mr. Bardwell asked about the page entitled "Goals/Objectives and Performance Indicators". He asked for a clarification of the total number of computers this year as opposed to the number in last year's budget. Ms. Stein replied that last year's number included staff computers. He also asked about the total public service hours. Ms. Stein answered that the number of hours increases in 2012 because of the projected opening of two more branch libraries.

Mr. Farrar concluded his remarks by saying that the Board members will vote on the budget at the next meeting scheduled for Thursday, June 16th.

There being no further discussion, Ms. Tomlinson made a motion to adjourn. The motion was seconded by Mr. Gordon. The meeting adjourned at 5:20 p.m.

Kizzy Payton, President

David Farrar, Library Director